

2940

CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT
CLASSIFICATION SPECIFICATION

05/18/06

Revised

TITLE: AIRPORT OPERATIONS SPECIALIST

DEFINITION

Under supervision, to perform a variety of duties in the maintenance and operations of airport facilities and grounds; and to do related work as required.

REPORTS TO: Senior Airport Specialist

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from the Senior Airport Specialist.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Perform a variety of semi-skilled and skilled tasks in the maintenance and repair of airport facilities buildings and equipment.
- Inspect runway lights and pavement for needed repairs or replacement; replace lamps and lighting fixture components; seal pavement cracks.
- Remove debris from runways and ramps.
- Perform a variety of grounds maintenance duties.
- Inspect, adjust, lubricate and perform minor repairs to terminal mechanical equipment.
- Clean, repair, and refinish woodwork, walls, ceilings and other surfaces.
- Operate fire suppression equipment during aircraft emergencies.
- Advise aircraft owners and operators of violations and infractions of flight and ground rules.
- Collect and account for landing and tie-down fees.
- Perform refueling operations.
- Conduct ramp checks for overdue aircraft.

QUALIFICATIONS

Knowledge of:

- Methods, practices, tools, and equipment used in electrical, mechanical, and custodial work.
- Safe working practices and procedures

Ability to:

- Perform semi-skilled and skilled work in variety of buildings and grounds maintenance work.

- Understand and carry out oral and written directions.
- Learn aircraft and airport operations and procedures.
- Operate and maintain a variety of hand and power tools.
- Work overtime as required.
- Hear in normal range in order to monitor radio traffic.

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to the completion of the twelfth grade.

Experience: One year of experience in the maintenance and repair of buildings, grounds, and mechanical equipment.

MEDICAL CATEGORY: Group 2

NECESSARY SPECIAL REQUIREMENT

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Airport Operations Specialist

TO: Senior Airport Operations Specialist